



November 2011

Call for Committees from:
Nova Scotia Federation of Labour, CLC

Greetings:

As you know the Federation Committees are re-constituted every two years, right after convention.

Membership on the Committees is comprised of members from Local Unions and Labour Councils who have an interest in the subject matter of the Committee and have a desire to make a contribution to the work of the Committee. They should have a good knowledge of the subject and be prepared to add to the discussion of the Committee.

To be accepted as a member of the Committee, individuals must be aware that the NSFL is not responsible to pay any earnings that may be lost by a Committee member for attending Committee meetings and/or time lost in travel; payments of earnings lost will be the responsibility of the sponsoring body (Union Local or Labour Council).

The Federation is committed to pay the cost of travel, meals and where required, lodging at a unionized hotel or motel, when and where available, for approved meetings of the Committee. It should also be understood that when members are full-time paid staff, their union will be expected to pay all expenses. We have attached Terms of Reference for the Committees.

Should you have an interest in more than one Committee please list nominations by preference of choice, 1st, 2nd or 3rd on the chance that the Committee of choice is not available.

Please note that **current Committee members who wish to serve again must also be re-nominated.** In submitting names, please include a brief summary of the person's involvement and why you think they would be qualified to serve on the Committee or Committees for which the name is being put forward to serve on.

In accordance with Federation policy, we would request that if the structure of your workplace is such, Locals submit both the name of a male and a female for selection consideration. We will continue our efforts for gender parity on Committees.

We would request your support in our goal of being representative of all workers by making every effort to put forward nominees consider gender parity and workers representative of Workers of Colour, Aboriginal Peoples or other equity-seeking groups.

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We have had some concerns regarding lack of participation on some of the Committees and we would urge you ensure those whose names you are putting forward are interested in participating and attending.

Having full, functioning committees because this can only strengthen our efforts on the many issues we deal with. As in previous years, Committees of the Federation may not be appointed without sufficient numbers of nominees, with a cross-section of geographical and union representation, to constitute a working Committee. Below is a list of the Federation Committees:

- Anti-Racism/Human Rights Committee
- Committee on Political Action
- Education Committee
- Health Care Committee
- International Solidarity Committee ***
- Occupational Health and Safety/Workers' Compensation Committee
- Pension Committee
- Women's Committee
- Young Workers' Committee (30 years old and younger)

**** In reviewing our records we noted this committee was missing from the first 2009 Committee call letter. We subsequently sent out two other mailings with it included and received no nominations. It's a new committee and needs your consideration, thank you.*

All letters of nomination are to be submitted from affiliated organizations and not the individual person.

Please note that all nominations should include the complete address/contact number of the submitting Local/Labour Council and the nominees complete address including postal code and telephone contact numbers must be included with the correspondence. The deadline is: February 29, 2012

We require the cooperation of each and every Union Local/Labour Council to continue a successful Committee operation. In solidarity,



RICK CLARKE

President/RC/jw/CAW Local 4005

Copy: Current Committee members, NSFL Executive Council

Terms of Reference for NSFL Committees

Mandate/Definition

All Standing Committees are committees of the Executive Council. This does not preclude re-appointment. Committee mandate includes resolutions from Convention and items referred by the Executive Council and proposals for action within their area.

Chair and co-chairs

The chairperson will be selected from the members of the NSFL Executive Council and a co-chair will be selected by the committee members at the first meeting.

Number of members

NSFL Committees will consist of no more than 8 members plus a chairperson. A co-chair will be selected from the membership. Committees will be appointed to a two-year term. This does not preclude re-appointment.

Duties of Committee Chairperson

The chairperson

-will submit a detailed agenda to the NSFL office 4 weeks prior to the proposed committee meeting seeking approval. Once the agenda is approved, the chairperson, through the Federation office, will inform committee members of the meeting no less than 14 days prior. The notice will include the agenda.

-shall provide a written report of the committee's activities to the Executive Council for each meeting. This report shall be provided at least one (1) week prior to each scheduled meeting.

-will keep an attendance record of all committee members. At 6 month intervals will submit attendance report to the Executive Council as part of their committee's report to the Executive meeting.

-will ensure copies of the meetings minutes are sent to the Federation office 14 days after the meeting so they may be mailed to committee members. Committees are responsible to record their own minutes and to submit them to the Federation office for distribution only.

Meetings:

-Committee meetings are to be held in the Halifax area on a regular basis, as the business before the Committee dictates.

-To hold a meeting outside the Halifax area, the Committee Chairperson must submit a request to the Secretary/Treasurer at least four (4) weeks in advance of the meeting, stating location, reason for location and estimated cost. This request will be submitted to the Officers for consideration.

Committees should meet at least 4 times per year, no more than six unless there are special circumstances. If the meeting is not a full-day meeting, conference calls should be used.

Attendance - Any member absent for two (2) consecutive meetings, without cause acceptable to the committee Chairperson or any member unable to fulfill their committee duties shall be asked to resign their position on the committee. The Executive Council will appoint a replacement from the committee pool.

The Officers of the Nova Scotia Federation of Labour, on completion of an investigation, may suspend or remove a committee member(s) from a committee for misconduct.

Such suspension or removal is subject to approval and appeal of the Executive Council of the Nova Scotia Federation of Labour.

The decision of the Executive Council is subject to appeal to the CLC or the following Convention of the Nova Scotia Federation of Labour.

Report to convention - Committee chairs will ensure that the report of their committee is in the Federation office at least 30 days prior to the opening day of convention.

Directions for Committees

Meetings must be co-ordinated through the Federation office in order to ensure that hotel rooms, etc. are charged to the Federation.

Meetings will not be held outside the Federation office if a charge is levied for a meeting room unless prior approval is received. Meetings will not be held outside the Halifax Metro area without prior approval

Expense cheques will not be handed out at meetings if the expense voucher is not completed and approved or any necessary receipts are missing; if meetings extend beyond normal working hours or if meetings are held outside the Federation office.

Expense vouchers must have all pertinent information included along with receipts where applicable.

If the meeting requires the member to leave home before breakfast, breakfast can be claimed, if the member arrives home after supper, then supper can be claimed.

Federation will be responsible for meals, travel (within Nova Scotia) and hotels (unionized where possible). Any other costs are the responsibility of the affiliate.

Full-time staff persons whose meeting expenses (lost time, travel, per diems, accommodations) are covered by their employer/union do not qualify to be reimbursed by the Federation.

Appointees of National CLC Committees will follow the same funding guidelines.

Any necessary communications to committee members between meetings should originate from the chairperson through the Federation office.

Additions to committees must be appointed by the Federation.

(Terms of Reference approved by the NSFL Executive Council September 7th, 2006)